

Commission for Citizens with Disabilities
By Laws

Article 1

Purpose

A commission is hereby created by LFUCG Ordinance No. 364-2006 which shall be known as the "Commission for Citizens with Disabilities". The commission shall:

- (1) Advise the mayor and the council on issues of access, representation, employment, housing and quality of life affecting citizens with disabilities and their families.
- (2) Serve as a resource for citizens with disabilities and their families to express concerns and solutions regarding issues affecting them.
- (3) Publicize the role of the commission for citizens with disabilities and the resources available to assist citizens with disabilities, employers, housing representatives, business owners, engineers and architects, and others who have a role in bettering the life of Lexington-Fayette County citizens.
- (4) Promote awareness to the general public of the capabilities, needs and desires of citizens with disabilities.
- (5) Publicly recognize the efforts of employers, businesses, schools, organizations, individuals, and others who have demonstrated outstanding support of programs and services for citizens with disabilities.
- (6) Serve as advocate for accessibility issues and implementation of plans and projects to improve services for citizens with disabilities.
- (7) Advise urban county departments and divisions on policy matters which affect the daily lives of people with disabilities, especially with regard to public facilities.

Article 2

Membership

Appointment of members

The commission shall consist of seventeen (17) members, which shall be appointed by the mayor subject to confirmation by the council. The seventeen (17) appointed members shall be representatives of the following: two (2) members from the Lexington-Fayette Urban County Council; five (5) members from organizations representing people with specific disabilities; one (1) member representing the business community; one (1) member representing a regional college or university; one (1) member representing a health care organization whose main focus is physical or occupational therapy; two (2) members from employment and education advocacy organizations; two (2) members from the community at large; the commissioner of social services or designee; the commissioner of public safety or designee; and the commissioner of public works or designee. The length of term is 4 years from date of appointment.

For all appointed members of the commission, the term shall be four (4) years from the date of appointment, provided the terms of those originally appointed shall be staggered in the following manner: nine (9) members shall be appointed for two (2) years and eight (8) members shall be appointed for four (4) years. Vacancies shall be filled for the unexpired term in the manner prescribed for the original appointment. Any member may be reappointed for additional terms. The membership of two (2) urban county council members shall be deemed to have terminated upon their leaving office as members of the urban county council.

Attendance

Commission members are expected to make every effort to attend all meetings. Notification of absences should be made in advance to the Secretary of the Commission. Commission members who miss more than 4 meetings a year may be asked to resign from the commission.

Voting

Voting can be done either in person, by ballot, or via email. It will be the responsibility of the secretary to track the results of the voting.

Quorum

A quorum will consist of 2/3 of the membership, or 66%.

Resignation/Inactive members

If a member must resign from the Mayor's Commission on Disabilities, it will be up to the chair and vice-chair to nominate someone to fill the position. Potential members must be from the same membership category as the original member.

Members that miss a minimum of 4 meetings in a year and are not serving on any committee will be considered to be inactive and will be asked to resign. The chair of the Commission will appoint another member, adhering to the guidelines to keep the representation of the committee.

Article 3

Officers

The Commission will elect a chair, vice-chair and secretary annually. This group of three will be known as the Executive Committee. The Executive Committee shall coordinate the activities of the Commission, and shall act for the Commission if necessary between meetings.

The Chair will preside over the meetings, to respond and initiate conversation with the Office of the Mayor or Council members, and to assume all functions that are usually associated with the chair. The Chair will be responsible for setting an agenda for each meeting.

The Vice-Chair will serve in that position for 1 year. The Vice-Chair will assume the duties of the Chair at the meetings when the chair is absent. In the event that the Chair is unable to complete their term, the Vice-Chair will move into position, and the position of Vice-Chair will be filled with an election at the next scheduled meeting.

The Secretary shall maintain the records of the meeting minutes and membership lists. The Secretary shall notify the Executive Committee of matters requiring the decision of said Committee and shall prepare the agenda for the Committee meetings. The Secretary shall prepare minutes of Committee meetings and shall submit these minutes to each member within four weeks after each meeting. Following elections, such minutes are to include the results of the election and a roster of the current membership. Meeting minutes must contain description of

motions that are made, who made the motion, who seconded the motion, and the result of the vote.

The Executive Committee will hold office for one year, with the term being August 1 to July 31.

Article 4

Vacancies

If a vacancy occurs in the office of Chair, the Vice-Chair shall take over this role. A new vice-chair will be elected at the next regularly scheduled meeting.

If a vacancy occurs in the office of Vice-chair, otherwise than through advancement to Chair, the office of Vice-Chair will be filled through an emergency election at the next regularly scheduled meeting.

If vacancies occur in the offices of both the Chair and Vice-Chair a special election shall be held to fill the offices of Chair and Vice-Chair. The members so elected shall continue to serve as officers in the normal succession order.

Vacancies in office of secretary shall be filled (or left unfilled) by the Executive Committee until such time as the vacancy can be filled by regular election procedures.

Article 5

Meetings

The Commission will meet monthly at a date and time established by the Commission. The time and day may be changed by a two-thirds vote of the

membership present. The Commission will meet monthly unless two-thirds of the members present vote to eliminate a monthly meeting. All regular meetings are open to the public.

Special meetings may be called by the Chair, or upon written notice submitted by a majority of the membership with seven days notice. Fifty-one percent of the membership must be available for business to be conducted.

Passage of motions will be by simple majority of those present.

State Statutes, LFUCG Ordinances, Resolutions, or administrative codes will supersede any individual Commission rules, if there is a conflict, but the rest of the rules will remain in tact

Article 6

Committees

Mission specific ad hoc committees may be created at the discretion of the Commission. All such committees shall cease to exist when their specified task are completed, or after one year, unless specifically extended by the Commission. Established committees shall create a work plan and provide a monthly update to the Commission during the duration of the committee

Article 7

Amendments

Proposal of an Amendment to these Bylaws may be made by the Council, by the Executive Committee, or by a petition to the Chair signed by not fewer than ten percent of the members of the group. Following Council approval, the Secretary shall distribute copies of the proposed Amendment to all members not less than three weeks before the Regular Meeting and opportunity shall be given for discussion during the Business Session. With the unanimous consent of those members present and voting, the voting on the proposed Amendment may be carried out at the Business Session. Without that consent, the voting on the proposed Amendment shall be as follows. Adoption of the Amendment shall require a two-thirds vote by those voting.

These By-Laws will become effective October 31, 2007.

We certify that the above is a true and correct copy of the By-Laws of the
Commission for Citizens with Disabilities that was adopted by a majority vote of
the membership present at the regularly scheduled meeting convened at 9:00 a.m.
on October 31, 2007 at the Lexington Public Library in Lexington, Kentucky.

Signed: _____ Date: _____

Title: _____

Signed: _____ Date: _____

Title: _____